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	Effective Date: 3-1-05
<div style="text-align: center;"> NROP 1: Administrative Appointments </div> <p>1-1 Purpose</p> <p>This ROP documents the delegation of administrative responsibilities as required by the Division Quality Manual or other Division policies.</p> <p>Reference: Quality Manual, HR22/On Call Compensation Agreement, DFS Safety Manual, CAPP</p> <p>1-2 Certification of Case Records</p> <p>Per ¶ 12.7.2 of the Quality Manual, which requires appointment of a Custodian of Records and alternate custodians:</p> <ul style="list-style-type: none"> • The Forensic Office Manager is appointed Custodian of Records for the Northern Laboratory • The Forensic Administrative Specialists are appointed Alternate Custodians of Records to act in the absence of the Custodian. <p>1-3 Petty Cash</p> <p>CAPP 20330, Petty Cash, requires the appointment of a custodian of a petty cash fund and an approval authority for payments from the petty cash fund. DFS AOP 8, <i>Approval Authorizations</i>, requires the appointment of a back-up custodian and an auditor (¶ 8.2.1.8.1).</p> <ul style="list-style-type: none"> • Linda Ambrose is appointed primary petty cash Custodian for the Northern Laboratory. • The Forensic Office Manager is appointed alternate petty cash Custodian to act in the absence of the primary Custodian. • Lucy Sale is appointed the petty cash Auditor for receipt and reconciliation of the monthly bank statement. <p>1-4 Facility Coordinator; Security Coordinator</p> <ul style="list-style-type: none"> • The Forensic Office Manager is appointed the Facility Coordinator for the Northern Laboratory. The Laboratory Director is appointed alternate Facility Coordinator. • The Forensic Evidence Spec. Supervisor is appointed the Security Coordinator for the Northern Laboratory. The Forensic Evidence Spec I(s) are appointed alternate Security Coordinator. <p>1-5 Purchasing</p> <ul style="list-style-type: none"> • The Forensic Office Manager is designated Purchasing Specialist for the Northern Laboratory. <p>1-6 Safety</p> <ul style="list-style-type: none"> • Per DFS Safety Manual, ¶ 3.3, which requires each laboratory to appoint a Safety Officer, Carol O'Neal is appointed primary Safety Officer for the Northern Laboratory. • Per DFS Safety Manual, ¶ 6.2.1, which requires each laboratory to designate a group of employees as the First Aid Team, the attached memo lists members of the Northern Laboratory First Aid Team. <p>1-7 On-Call</p> <ul style="list-style-type: none"> • The Forensic Evidence Spec. Supervisor is assigned as On-Call Team coordinator for the Northern Laboratory. • On-Call Team members are as listed in the attached memo. 	

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◆ End	